



Audit Review displays Manager Name for Employee Punch - Timeclocks

Managers **must** Punch Out from manager mode once they finish Transactions. Failure to log out of manager mode can result in the following audit trail results.

In the Timecard:

- Whenever an Employee punches, in the User Tab: SuperUser name is recorded
- Whenever a Manager punches, in the User Tab: Manager name is recorded

Scenario 1

1. In the Audit Tab: User (Manager): Plazinski, Lori is displayed because she used the Timeclock in Manager Mode and didn't log out. **Note:** Automatic Timeout is 10 seconds. User (Employee): Addison, punched in while clock was still in Manager Mode, because Plazinski did not punch out.
2. The Employee punch was recorded but it displays the name of the Manager because the timeclock remained in Manager Mode.
3. **Result:** Employee punch goes into timecard, but the name of **Manager** displays in the audit trail.

The screenshot shows the MCTime software interface. At the top, there are navigation tabs: GENERAL, MY GENIES@, TIMEKEEPING, SCHEDULING, MY LINKS, RECORD RETENTION, DEVICE MANAGER, and DATA INTEGRATION. The main area displays a TIMECARD for Addison, AA... (ID 22350). The timecard table shows punches for dates from Sat 3/30 to Sat 4/06. A punch on Fri 4/05 at 11:42AM is highlighted with a red box. Below the timecard, there is an AUDITS section. The audit trail table shows a punch on 4/05/2019 at 11:42AM, Type: Add Punch, recorded by Manager Plazinski, Lori. The user name in the audit trail is 'Manager'.

Date	Time	Type	Account	Edit Date	Edit Time	User	Data Source
4/05/2019	11:42AM	Add Punch		4/05/2019	12:17PM (GMT-0...	PLAZINSKI, LORI:MCG-B167::MCTimeClock - EOB (555555)	Workforce Device Manager





Audit Review displays multiple Manager Names for Employee Punch - Timeclocks

Scenario 2

1. In the Audit Tab, User: Corbin, David and Rau, Christopher names display because when Manager: Corbin & Rau used the Manager Mode they didn't log out. **Note:** Automatic Timeout is 10 seconds. Employee, Harris punched in while clock was still in Manager Mode, because Manager did not punch out.
2. The punch was recorded but it displays the name of the Manager(s) because the timeclock was logged in Manager Mode.
3. Result: The employee punch goes into timecard, but the name of **Manager** displays in the audit trail.

NOTE: Managers **must** Punch Out from manager mode once they finish Transactions. Failure to log out of manager mode can result in the following audit trail results.

Timecard | Schedule | People | Reports

TIMECARD

Loaded: 9:24AM

Name & ID: HARRIS, TRACY A 8672

Time Period: Current Pay Period

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
X	Sat 3/30									
X	Sun 3/31									
X	Mon 4/01	Admin Leave - Cnty Facit...	8.0							8.0
X	Tue 4/02			4:30PM		8:15PM	8:58PM		1:00AM	7.98 7.98
X	Wed 4/03			4:30PM		8:15PM	8:58PM		1:00AM	7.98 7.98
X	Thu 4/04			4:03PM		8:15PM	8:55PM		1:01AM	8.47 8.47
X	Fri 4/05									

Edit Date	Edit Time	User	Data Source
4/03/2019	1:02AM (GMT -05:00) East...	RAU, CHRISTOPHER M.:mc...	Workforce Device Manager
4/03/2019	4:02PM (GMT -05:00) East...	SuperUser:mcg-b733::DLC...	Workforce Device Manager
4/03/2019	4:05PM (GMT -05:00) East...	RAUCHRIS:ext01.montgom...	Timecard Editor
4/03/2019	4:12PM (GMT -05:00) East...	RAUCHRIS:ext01.montgom...	Timecard Editor
4/03/2019	4:12PM (GMT -05:00) East...	RAUCHRIS:ext01.montgom...	Timecard Editor
4/03/2019	8:16PM (GMT -05:00) East...	SuperUser:mcg-b733::DLC...	Workforce Device Manager
4/03/2019	8:58PM (GMT -05:00) East...	SuperUser:mcg-b733::DLC...	Workforce Device Manager
4/04/2019	1:02AM (GMT -05:00) East...	SuperUser:mcg-b733::DLC...	Workforce Device Manager
4/04/2019	4:05PM (GMT -05:00) East...	CORBIN, DAVID W:mcg-b7...	Workforce Device Manager
4/04/2019	8:17PM (GMT -05:00) East...	SuperUser:mcg-b733::DLC...	Workforce Device Manager
4/04/2019	8:56PM (GMT -05:00) East...	SuperUser:mcg-b733::DLC...	Workforce Device Manager
4/05/2019	1:02AM (GMT -05:00) East...	RAU, CHRISTOPHER M.:mc...	Workforce Device Manager

